

AGING PROGRAMS SPECIALIST I

DEFINITION

Under direction, is responsible for supervising the activities of Aging Programs Care Coordinators and/or monitoring, coordinating and evaluating contracts of multi-service programs; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Supervises case management staff in accordance with agency policies; assures compliance with program goals; makes work assignments and schedules; monitors and evaluates work performed;

Provides in-service training to Aging Programs Care Coordinators and orientation to new staff; interprets case management program objectives and policies to staff;

Provides professional and technical assistance to staff regarding complicated health and social related cases; assists staff in making proper consumer assessment; assists staff in making appropriate referrals to agencies providing services to older adults;

Interviews Aging Programs Care Coordinator candidates and makes selection recommendations to upper management staff;

Develops case management standards in accordance with program goals; assists in case management program evaluation;

Monitors contracts with agencies providing multi-services to older adults in the eight county Central Ohio area to insure compliance with the terms and conditions of the contracts by reviewing reports; recommends modifications in the terms of contracts or the termination of contracts for non-compliance;

Reviews contract proposals and assists in establishing qualitative and quantitative goals with appropriate staff;

Reviews contract proposal budgets to insure compliance with grant awards and appropriate federal regulations;

Prepares Quarterly Participation Reports for contracts and monitors statistics for compliance to contract objectives;

Analyzes proposals and reports and makes recommendations regarding initial, continued, revised, or expanded funding;

Supervises and trains clerical and/or seasonal workers assigned to the contract monitoring unit; conducts unit meetings;

Coordinates professional trainings and workshops for community professionals and agency staff;

Provides training on specific aging-related topics to community professionals and agency staff;

Provides comprehensive information and assistance services to eight county service areas;

Coordinates, plans, and implements special events of the COAAA.

MINIMUM QUALIFICATIONS

Possession of a valid State of Ohio license as a Registered Nurse and two (2) years of nursing experience **OR** possession of a valid State of Ohio license as a Social Worker and two (2) years of experience evaluating and coordinating social services for consumers. Substitutions: A master's degree in nursing, geriatrics, social work or health services administration may be substituted for one (1) year of the required experience. A bachelor's degree may be substituted for the Social Work license.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles of management and supervision; considerable knowledge of training techniques and workshop development skills; some knowledge of local resources available to older adults for the maintenance of their health and welfare; considerable knowledge of case management and referral principles and practices, including care plan development and resource management; considerable knowledge of geriatric care and public health nursing principles and practices; ability to negotiate contracts and to interpret important provisions of contracts; ability to develop and implement a contract evaluation system; ability to supervise and train subordinates; ability to communicate effectively with staff members, consumers and others; ability to maintain accurate records and prepare correspondence and reports.

Probationary Period:	365 Days
Examination:	Noncompetitive

Class Code:	0875
Job Family:	Health & Social Services
EEO Job Category:	Professional
Compensation Plan:	CMAGE
Salary:	Range 30-32

Class established:	07-19-78
Current spec:	08-27-01
Commission action taken:	Revise
	Revise/Merge (Aging Programs Case Mgt. Supv. 10/25/93)
	Retitle (Aging Programs Manager)
Last reviewed:	08-27-01